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Vienna, 23-27 June 1997
Item 19 of the provisional agenda

MATTERS RELATED TO INTERGOVERNMENTAL, NON-GOVERNMENTAL, GOVERNMENTAL AND OTHER ORGANIZATIONS

Applications from non-governmental organizations for consultative status

Note by the Director-General

Summary

Provides information on the following two non-governmental organizations applying for consultative status with UNIDO: Austrian Society for Environment and Technology (ÖGUT) and International Multiracial Shared Cultural Organization (IMSCO).

1. In accordance with Article 19.1 (b) of the Constitution of UNIDO and paragraph 17 of the Guidelines for the Relationship of UNIDO with inter-governmental, governmental, non-governmental and other organizations (decision GC.1/Dec.41, annex), information on two non-governmental organizations (NGOs) seeking consultative status with UNIDO is circulated to the members of the Board in the annex to the present document. More detailed information on each NGO is available with the Secretariat.

2. Paragraph 17 of the Guidelines stipulates that the Board shall establish appropriate procedures for reviewing applications from NGOs for consultative status. To facilitate and accelerate its work, the Board may wish to follow the practice established at previous sessions and request the Bureau of the Board to review the applications of, and information on, the two NGOs annexed to the present document and to submit its recommendations to the Board for consideration at its current session.

For reasons of economy, this document has been printed in a limited number. Delegates are kindly requested to bring their copies of documents to meetings.

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Annex

NON-GOVERNMENTAL ORGANIZATIONS APPLYING FOR CONSULTATIVE STATUS

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The designations employed and the presentation of the material in the present document do not imply the expression of any opinion whatsoever on the part of the Secretariat of the United Nations Industrial Development Organization concerning the legal status of any country, territory, city or area, or of its authorities, or concerning the delimitation of its frontiers or boundaries.

* * * * *

AUSTRIAN SOCIETY FOR ENVIRONMENT AND TECHNOLOGY (ÖGUT)

Historical background

Established in 1986 in Vienna, Austria, with the objective of providing an independent platform for the exchange of ideas and opinions on environmental matters and to be a proactive mediator for conflictual environmental issues.

Statutes

Available.

Structure of governing bodies and administration

Steering Committee
Secretary-General
Administration

Activities related to the work of UNIDO

(a) Encouraging the dissemination of information related to environmental issues;

(b) Promoting the application of principles and methods of environmental management in Austria and in Central and Eastern Europe and providing technical advice to companies;

(c) Promoting the transfer of cleaner production technologies and techniques as well as industrial investment opportunities, partnerships and joint ventures between companies in Austria and in Central and Eastern Europe;

(d) Organizing conferences, seminars, symposiums and workshops with a view to exchanging experience and knowledge on environmental issues;

(e) Carrying out research and studies.

Relations with the United Nations and other IGOs

Cooperation with the World Health Organization in the implementation of national environmental health action plans. Observer status with the Danube Programme Coordination Unit and the Black Sea Environmental Programme. Regular contacts with the European Bank for Reconstruction and Development, European Union and the World Bank.

Relations with NGOs

Cooperation with the Austrian Society for Nature and Environment Protection, Global 2000, the Regional Environmental Centre, the World Wildlife Fund and contacts with numerous Austrian environmental NGOs.

Documentation confirming international character of membership

Not applicable.

Membership

Austrian authorities, environmental groups, chambers of commerce and industry, professional associations, research institutes, financing institutions, small- and medium-sized enterprises, etc.

Address of headquarters

Central and Eastern Europe Information Office
Reisnerstrasse 40
1030 Vienna
Austria

Tel: (43-1) 718 33 0314
Fax: (43-1) 718 33 0322

E-mail: oegut@via.at

INTERNATIONAL MULTIRACIAL SHARED CULTURAL ORGANIZATION (IMSCO)

Historical background

Established in 1979 in New York to encourage and channel non-discriminatory economic co-development among the global African community and its allies.

Statutes

Available.

Structure of governing bodies and administration

General Assembly
Board of Directors
Executive Committee

Activities related to the work of UNIDO

(a) Fostering the implementation of the Alliance for Africa's Industrialization through the development and management of projects and business structures, the promotion of flows of information, technology and investment, the exchange of experience and expertise as well as the provision of technical advice to companies;

(b) Organizing and sponsoring conferences, seminars, workshops and other educational events on the development and management of the world's natural and human resources;

(c) Lobbying for grants, loans and contracts in order to enable local communities to manage their resources.

Relations with the United Nations and other IGOs

Consultative status Category II with the United Nations Economic and Social Council. Contacts with the United Nations Conference on Trade and Development, the United Nations Development Programme, the Organization for African Unity.

Relations with NGOs

Cooperation with the United Nations Committee on Southern Africa as well as relations with numerous African and African-American NGOs.

Documentation confirming international character of membership

Available.

Membership

Organizations, companies and individuals in 28 countries on all five continents.

Address of headquarters

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United Nations Industrial Development Organization

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JOINT INSPECTION UNIT

Activities of the Joint Inspection Unit of relevance to UNIDO

Note by the Secretariat

Summary

Provides information on reports prepared by the Joint Inspection Unit during 1996 which were not considered during the sixteenth session of the Industrial Development Board and reflects the position of the UNIDO Secretariat on those matters.

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Introduction

1. The Joint Inspection Unit (JIU) became a subsidiary organ of the Industrial Development Board by its decision IDB.1/Dec.22. The Unit conducts its work based on requests by Member States, on request by the secretariats of the participating organizations, or on its own initiative. The reports of JIU are submitted to the competent organs of the organizations concerned with the comments of the executive heads of those organizations. The present document provides information on JIU reports that are considered relevant to UNIDO, together with the comments of the Secretariat thereon.

I. REPORTS SUBMITTED BY THE JOINT INSPECTION UNIT OF DIRECT INTEREST TO UNIDO

2. Since the issuance of the most recent document to the Board on the subject (IDB.16/12), the following reports of JIU have been prepared and circulated for consideration, comments and/or follow-up action. The reports are available for reference at the documents distribution counter.

JIU/REP/96/1	Review of institutional and programme issues surrounding UNCTAD
JIU/REP/96/2	Feasibility study on the relocation of UNITAR to the Turin Centre
JIU/REP/96/3	Coordination of policy and programme frameworks for more effective development cooperation*
JIU/REP/96/4	Review of financial resources allocated by the United Nations system to activities by non-governmental organizations*
JIU/REP/96/5	Common services at United Nations Headquarters*
JIU/REP/96/6	Inspection of the application of United Nations recruitment, placement, and promotion policies. Part II - Placement and promotions
JIU/REP/96/7	Comparison of methods of calculating equitable geographical distribution within the United Nations common system.*

Coordination of policy and programming frameworks for more effective development cooperation (JIU/REP/96/3)

3. Effective coordination among development partners, including host countries, the United Nations system, multilateral financial institutions and bilateral donors, has become a high priority objective on the international agenda to obtaining a more efficient and cost-effective development cooperation to economic and social advancement.

4. Currently there is a multiplicity of discordant and overlapping policy and programming frameworks employed by development partners. Although each framework appears rational from the perspective of each organization, the "jungle" of frameworks has yielded counterproductive results: the total of the resources represented by the numerous frameworks at the country level becomes practically impossible for the recipient Government to plan and manage effectively. This is so not only because of the sheer variety and plurality of the frameworks, but also because each framework is different in its priorities and requirements of formulation, implementation, monitoring and accountability.

5. The situation gives rise to a number of concerns: (a) unnecessary and unproductive efforts by Governments to collect data and documentation; (b) increasing pressure on many Governments in the developing countries to reduce the cost and size of their public administrations; (c) while the organizations' development frameworks appear to provide benefits to the recipient countries, viewed collectively they appear more as routine bureaucratic exercises; and (d) the frameworks generally belong to and are managed directly by the organizations and not by the host country.

6. Major aid coordination problems are concentrated largely in those countries where external aid flows represent a substantial percentage of development budgets. All the least developed countries (LDCs) are found in this group of countries. The paradox is that policy and programming frameworks proliferate in those countries where development management and coordination capabilities are in short supply. Aid coordination problems in these countries usually mirror a more fundamental problem of lack of strategic leadership and organized capacity to tackle the major constraints to economic growth and social development. Attention should therefore be devoted to the basic problem of governance and institutional fabric for development.

7. The Inspector believes that donor aid policies should be coordinated around the development priorities of recipient countries and the fundamental long-term goal of building up the development of self-reliance in recipient countries, especially LDCs. The Inspector suggests

* Indicates a report of direct relevance to UNIDO.

a decentralized approach to national development endeavours, reinforcing the operational capabilities of local government units and community organizations to develop, plan and implement projects and manage resources.

8. The United Nations system currently provides a host of tools used for the coordination of development policies and programmes. *The resident coordinator system* was established under the United Nations Development Programme (UNDP) in 1978 with the resident coordinators of the operational activities at the country level. This is supported by the Field Coordination Committee, the development cooperation report, and the development information facility (databank). The country strategy note was established by the United Nations General Assembly as a system-wide programming mechanism for use by recipient countries. Regional and subregional coordination frameworks exist whereby the regional commissions have adopted regional coordination and cooperation frameworks in their areas of competence. The regional commissions should be the main development forum for reviewing and interconnecting the different sectoral and cross-sectoral regional programmes of the organizations prior to approval by the governing bodies.

9. The Inspector believes that joint meetings of the executive boards for the consideration of country strategy notes and country programme documents, and joint or integrated reports by these entities to the Economic and Social Council, would contribute to improving coherent and integrated approaches to development problems. The possibility of joint sessions of the executive boards could ultimately be extended to the specialized agencies under the aegis of the coordination segment of the Council, whereby each specialized agency could be represented by designated members of the governing bodies.

10. The Inspector made seven recommendations:

(a) The country strategy note should be the primary programming framework at the country level, with the development cooperative report on annual progress in the implementation of the note;

(b) Each organization should conduct a periodic evaluation of policy and programming frameworks;

(c) System-wide standard formats for development cooperation should be developed;

(d) An inter-agency information facility (databank) should be established in the resident coordinator's office;

(e) Field-level coordination committees should be used more systematically for policy dialogue and for integrated development of country and sectoral programmes;

(f) Regional and subregional coordination should be established within the system;

(g) The Economic and Social Council should further strengthen its coordination and oversight functions by exploring the feasibility of instituting/expanding joint sessions of the executive boards of United Nations programmes and funds for consideration of specific coordination issues, and creating a unified executive board as a committee of the Council while preserving the identities and mandates of the programmes and funds concerned.

11. The report is fully conscious of the need for responding to current political pressures on the United Nations system or better coordination in planning the delivery of development assistance. UNIDO concurs in principle with all recommendations related to the need for effective development cooperation among all international development organizations both at the multi- and bilateral levels. Recommendation (b) is addressed to each organization, and UNIDO has taken effective measures during the reform process. Concerning recommendation (g), UNIDO considers that the strengthening of the Economic and Social Council and decentralization of development cooperation, a seemingly contradictory approach, would indeed be compatible under the concept of normative centralization and operative decentralization where the Council establishes norms but implementation is devolved to the organizations and particularly to the field level.

Review of financial resources allocated by the United Nations system to activities by non-governmental organizations (JIU/REP/96/4)

12. Following the 1993 JIU report entitled "Working with NGOs: Operational activities for development of the United Nations system with non-governmental organizations and Governments at the grassroots and national levels" (JIU/REP/93/1), several members of the Administrative Committee on Coordination (ACC) expressed the wish for a companion report containing a financial analysis and comparison of costs involved in United Nations governmental and non-governmental organization (NGO) activities. Since that time, donors have been demanding more justification of proper use of the resources they make available to the United Nations system, and have shown a growing preoccupation about improving efficiency. Coupled with the concerns of ACC and the donors was a request by the World Health Organization for the JIU study.

13. The Inspector reviewed (a) rules and procedures of allocating funds for activities carried out by NGOs,

(b) procedures used by NGOs for accounting of system organizational funds, (c) procedures of system organizations for reporting to their legislative bodies on resources they assign to NGO activities, and (d) methods used for dividing resources between direct implementation and administrative support costs.

14. The Inspector concluded that there is a need for better accounting and reporting procedures by the entire system. The majority of organizations could not provide precise and properly recorded financial figures. In addition, cost benefit analyses are done on an *ad hoc* basis and only by a few organizations. Reporting to legislative bodies on the expenditure of funds for NGO activities is also done sporadically.

15. The Inspector urged that the working relationships of the United Nations system with NGOs should be improved by introducing more precise criteria for selection, efficiency and accountability of NGOs (through the elaboration of appropriate guidelines). Financial management ought to be strengthened by means of computerization of resources devoted to NGOs. A systematic reporting procedure to Member States and other donors on resources devoted to NGOs and on disbursement of funds should be established. In addition, organizations should, within the framework of capacity-building, involve more national NGOs as implementing partners.

16. UNIDO concurs with the main thrust of the report, which reflects the increasingly important role played by NGOs at the international, regional and national levels. UNIDO fully recognizes the contribution of NGOs to promoting people-centered industrial sustainable development, and is expanding its cooperation with various types of NGOs active in the industrial sector in developing and industrial countries as well as in countries with economies in transition.

17. A wide range of NGOs are active in the industrial field, and at present 113 NGOs enjoy consultative status with UNIDO. UNIDO is expanding its collaboration with national and local NGOs. UNIDO cooperation with NGOs is interdivisional, concerns all priority areas of the Organization and associates NGOs at all levels of activities, including policy discussions, programme elaboration, technical cooperation and implementation of field activities.

Common services at United Nations Headquarters (JIU/REP/96/5)

18. The inherent benefits of common services for the United Nations organizations have been recognized by the Member States since the creation of the system. Legislative guidance on common services is specific as to the objectives to be pursued: to achieve administrative and technical uniformity, ensure the most efficient use of personnel and resources, and avoid the establishment and operation of competitive or overlapping facilities and services.

19. The Inspector reviewed the following services: telecommunications, integrated management information systems, legal services, conference services in various subcategories, public information and library, medical service, procurement, travel, buildings management and related services, security and safety, pouch and mail services, and insurance unit.

20. The Inspector found that, at the Headquarters level, common services are most elaborately developed at the Vienna International Centre. The organizations located at Geneva and New York have common services that differ in scope and operating modality. Unlike the systematic and comprehensive approach adopted by the Vienna-based organizations, the organizations in Geneva and New York have followed a haphazard pattern, without the benefit of a guiding policy framework.

21. The Inspectors recommended:

(a) The establishment of policy guidance from the General Assembly on the question of common services;

(b) An implementation plan from the Secretary-General and the executive heads of the programmes and funds; and

(c) Enhancement of the system-wide role of common services. Besides the cost savings associated with economies of scale and operational synergies, the strengthening of common services at New York could have the positive impact of accelerating the integration of programme policies and support facilities and services at other duty stations worldwide.

22. UNIDO endorses the concept of maintaining common services and—along with the other United Nations agencies in Vienna—is committed to developing and using them even further whenever economies-of-scale can be achieved.

Comparison of methods of calculating equitable geographical distribution within the United Nations common system (JIU/REP/96/7)

23. In response to a request from the United Nations Educational, Scientific and Cultural Organization, JIU has undertaken a comparison of methods used to calculate equitable geographical distribution. Owing to the changes over the years, the number of posts traditionally available for geographical distribution has been limited. In 1992, the General Assembly set up a working group to consider the issue within the confines of Article 101, paragraph 3,

of the Charter of the United Nations, which stipulates that: "The paramount consideration in the employment of the staff and in the determination of the conditions of service shall be the necessity of securing the highest standards of efficiency, competence and integrity. Due regard shall be paid to the importance of recruiting the staff on as wide a geographical basis as possible."

24. JIU made the following five recommendations:

(a) More active consideration should be given to demographic profile and post level weighting principles, along with a principle of rotation, particularly in the higher categories;

(b) A principle of weighting should be adopted whereby a certain coefficient is applied to each grade in each category of post;

(c) Voluntary contributions from Member States should not be accompanied by pressure or stipulations regarding the recruitment of nationals;

(d) The secretariats of international organizations should be somewhat cautious in accepting nationals from any country provided on a cost-free basis who will perform tasks that would normally be assigned to staff recruited by the organizations themselves;

(e) In organizations with small bodies of staff, measuring of geographical distribution should be on the basis of a certain number of years and not year by year.

25. UNIDO follows a system of informal desirable ranges for the geographical distribution of its staff in the Professional and higher categories, which is based on the formula of the United Nations. The ranges are calculated on the basis of four factors: (a) the **base figure** consisting of the number of posts to be distributed; (b) the **membership factor** allowing one post per member; (c) the **population factor** which allocates 5 per cent of the base figure on the basis of the population of the Member States; and (d) the **contribution factor**, which is derived after the posts allocated to the membership and population factor are subtracted from the base figure. The Inspectors cite UNIDO as being an example of an organization with a small number of posts having a viable distribution system.

26. The report to the Board at its fifteenth session on personnel matters (IDB.15/4) outlines the formula used by UNIDO for calculating the desirable ranges of representation. The Secretariat has taken note of the JIU recommendation with regard to increasing the population factor in the geographical distribution formula. This could be considered when the geographical distribution formula is next reviewed. In this connection, a common standard for the United Nations would also need to be considered. However, if any changes are to be contemplated within the UNIDO context, they should go in the direction of adjusting the assessed contribution basis by the percentage of contributions actually paid over one or two preceding budget periods. Countries that have lost their voting rights should, by definition, be considered as over-represented for recruitment purposes irrespective of the number of their nationals employed.

27. It should be recognized that some Member States exercise more pressure than others with respect to the recruitment of their nationals. This is regularly resisted by the Secretariat. The best way to overcome such pressure is a pro-active approach to recruitment resulting in a choice of qualified alternative candidates.

28. Under certain circumstances, normally in connection with specific programme development, UNIDO would accept nationals of the donor "free-of-charge", i.e. on non-reimbursable loans. However, such persons would not be given staff member status. Such a situation would arise in case of service packages where a donor makes contributions in cash and kind, including personnel.

II. JOINT INSPECTION UNIT STUDIES PROPOSED BY UNIDO

29. UNIDO has proposed to the Joint Inspection Unit the following system-wide issues for its study:

(a) **Governance process**: A study on the manner in which governing bodies guide and oversee the work of the organizations;

(b) **Delegation of authority and accountability**: A study on how to achieve a balance between decentralization/delegation and coordination/control/accountability, particularly in the context of decentralization of functions to the field offices;

(c) **Fees collection/cost recovery**: A study on practices of the organizations to introduce a system of collection of fees for services, and other means of recovering part of costs.

III. ACTION REQUIRED OF THE BOARD

30. In compliance with the provisions of the statute of JIU and resolution 48/221 of the General Assembly providing that the recommendations made by JIU should be considered and approved by Member States prior to their implementation by the organizations, the Board may wish to review the recommendations of JIU together with the views of UNIDO thereon as well as the JIU studies proposed by UNIDO and provide policy guidance for follow-up action.

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OPERATIONAL ACTIVITIES FOR DEVELOPMENT

Note by the Director-General

Summary

Reports on measures taken and planned for the implementation of General Assembly resolution 50/120 on the triennial policy review of operational activities for development of the United Nations system.

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INTRODUCTION

1. The present note constitutes a progress report on measures taken or planned with respect to the implementation of General Assembly resolution 50/120 of 20 December 1995 on the triennial policy review of operational activities for development of the United Nations system. It is submitted in compliance with paragraph 55 of the resolution and provides supplementary information to document IDB.15/13 provided to the Board at its fifteenth session. At that session, the Board took note of the information provided (GC.7/2, para. 25).

I. UNIDO RESPONSE TO GENERAL ASSEMBLY RESOLUTION 50/120

2. The resolution touches upon important areas, particularly modalities for financing of operational activities, division of responsibility and greater complementarity among members of the United Nations development system within the context of United Nations reform, the United Nations country strategy notes, improved regional coordination, capacity-building and better utilization of national resources through the programme approach and national execution, decentralization and delegation of authority, monitoring and evaluation, strengthening of the resident coordinator system, common premises and shared administrative systems and services, simplification and harmonization of rules and procedures, and evaluation of the impact of operational activities for development.

3. A detailed report on ongoing and planned action by UNIDO regarding the various elements of resolution 50/120 was provided in document IDB.15/13. The various elements contained therein remain valid and continue to be actively pursued by the Organization. Specific activities are covered further in the *Annual Report of UNIDO 1996* (IDB.17/10-PBC.13/10), the progress report on UNIDO field representation (IDB.17/9), as well as—in a wider context—in the other progress reports to the Board on the various UNIDO programmes.

4. With regard to the greater integration of United Nations activities at the country level, UNIDO follows with great interest the reform measures announced by the Secretary-General in his letter to the President of the General Assembly of 17 March 1997. While it is understood that any new or revised arrangements will need to ensure that special characteristics and the distinctiveness of specialized agencies are preserved, UNIDO welcomes the call for increased support for national capacity-building, and—in this context—the call for an enhanced common understanding, policy coherence, coordination and collaboration at both the headquarters and field levels. The Organization also welcomes the request of the Secretary-General that all United Nations funds and programmes conducting development activities in a particular country join together under the leadership of the Resident Coordinator in a United Nations country team (see also document IDB.17/9). This would clearly facilitate the preparation of common programmes and resource frameworks at the country level in full consultation with and support of Governments concerned.

5. UNIDO has also continued to participate actively in the deliberations and activities of the Consultative Committee on Programme and Operational Questions (CCPOQ), a subsidiary body of the Administrative Committee on Coordination (ACC). In the year under review, CCPOQ has dealt with several aspects of resolution 50/120, in particular with capacity-building, subregional and regional coordination, role and functioning of the resident coordinator system, monitoring and evaluation, financing modalities for operational activities and operational activities training. These issues will be further pursued by CCPOQ during the remainder of 1997 and will result in recommendations to be considered by ACC, the Economic and Social Council and, eventually, the General Assembly.

6. The next comprehensive triennial policy review of operational activities by the General Assembly is scheduled for 1998. In this context, UNIDO will prepare a detailed report to the Industrial Development Board in 1998 on status and planned steps with regard to all relevant issues under review. The timing will be all the more opportune, as at that time the reform of the Organization in the context of Member States' decisions on the future of UNIDO will have been concluded.

II. ACTION REQUIRED OF THE BOARD

7. The Board may wish to take note of the present document and make appropriate recommendations.

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PREPARATIONS FOR THE SEVENTH SESSION OF THE GENERAL CONFERENCE

Report by the Director-General

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Introduction

1. The General Conference of UNIDO is the principal organ of the Organization, consisting of representatives of all Members (Articles 7.1 and 8.1 of the Constitution).

2. The main functions of the Conference are stipulated in Article 8.3 of the Constitution. In particular, the Conference should determine the guiding principles and the policies of the Organization.

3. Unless it decides otherwise, the Conference is to hold a regular session every two years, at the seat of the Organization (Article 8.2). The last regular session (sixth) of the Conference was held in Vienna from 4 to 8 December 1995.

I. BACKGROUND INFORMATION

Date and place of the Conference

4. At its sixth session, in decision GC.6/Dec.22, the General Conference decided that its seventh session should be held in Vienna from 1 to 5 December 1997.

5. In this connection, as for the sixth session, the Austrian Federal Government has placed at the disposal of UNIDO conference facilities at the Austria Center Vienna (ACV) free of charge for meetings that cannot be accommodated by the conference facilities of the Vienna International Centre.

Office space for delegations

6. Office space for delegations and their permanent missions required during the seventh session of the Conference can be rented in the ACV. Delegations wishing to rent such offices are invited to contact, as soon as possible, Ms. Alice Baar, Director of Organization Department, ACV (telephone 2369 ext. 2323).

Budgetary matters

7. The resources available for the holding of the seventh session of the Conference, as provided for in the programme and budgets of UNIDO, 1996-1997, total $1,827,900.

8. The budget of the Conference is based on the following assumptions:

(a) The seventh session will last five working days providing for 10 plenary meetings, five main committee meetings and five geographical group meetings;

(b) Interpretation for plenary and main committee meetings and documentation will be provided in six languages (Arabic, Chinese, English, French, Russian and Spanish);

(c) Summary records, which will be provided for plenary meetings as well as meetings of the main committee, will be issued—to the extent possible—in English during the session and the other five languages will be issued as soon as possible after the session.

Agenda

9. In accordance with Article 9.4 (g) of the Constitution, the Board prepares the provisional agenda for each session of the General Conference. Rule 13 of the rules of procedure of the Conference provides guidelines for the contents of the provisional agenda of a regular session of the Conference. Furthermore, in accordance with rule 12 of those rules of procedure, the Board shall prepare that provisional agenda on the basis of a list of items, submitted to it by the Director-General.

10. Annotations indicating briefly the history of each item, the proposed documentation, the substance of the matter to be discussed and earlier relevant decisions by the Conference or other organs of the Organization will be issued following the seventeenth session of the Board and will be updated to take account of relevant decisions adopted by the Board at its eighteenth session.

11. The draft provisional agenda for the seventh session of the Conference is contained in the annex to the present document. The Industrial Development Board at its sixteenth session had before it a note by the Secretariat on the preparation of the provisional agenda for the seventh session of the Conference (IDB.16/20). The Board agreed to include specific additional agenda items in the list of items of the draft provisional agenda for the seventh session of the Conference contained in the annex to document IDB.16/20 (GC.7/3, para. 39). Furthermore, item 11 (Industrial Development Fund) has been included by the Director-General. While there is no specific reporting mandate for that item, its inclusion is based on pledging procedures established for the Fund (see decisions IDB.1/Dec.14 and GC.1/Dec.32).

Documentation

12. In accordance with rule 23 of the rules of procedure of the Conference, documents required for consideration of items on the provisional agenda shall be distributed by the Director-General in all languages of the Conference to all recipients of the provisional agenda, as far as possible at the same time as the provisional agenda (ninety days before the opening date) and in any event not

later than forty-five days before the opening date of a regular session.

II. ORGANIZATION OF THE WORK OF THE CONFERENCE

13. In view of the short duration of the Conference, the organization of its work is of paramount importance. The Board may therefore wish to consider this question as soon as the provisional agenda has been finalized. In planning the schedule of work, as in the past, account should be taken of the time required at the plenary for the general debate and for possible voting on some items. With this in mind, in previous sessions, a maximum length of seven minutes was suggested for statements of delegations in the general debate.

14. It will be recalled that, at its previous sessions, the Conference established a main committee to which it allocated a number of agenda items. The Board may wish to recommend to the Conference a similar procedure for its seventh session, keeping in mind that the possibility of creating additional committees is constrained by the limited resources available (see paras. 7 and 8 above). Concerning the organization of the debates, following the pattern of previous sessions, all items would be taken up in plenary, with the substantive items (i.e. 7 to 23 of the tentative provisional agenda) being considered in the form of a general debate. Items 7 to 23 would also be referred to the main committee for a more focused debate aimed at the preparation of consensus draft decisions and resolutions for submission to the plenary.

15. The work of the previous sessions of the Conference was also greatly facilitated by the setting up, under the guidance of the Bureau of the Board, of an informal contact group for the preparation of the Conference. Such an informal contact group, composed of representatives of permanent missions to UNIDO in Vienna, met during several months before the holding of each session of the Conference and prepared a report with recommendations covering most of the items on the agenda as well as organizational matters.

III. ACTION REQUIRED OF THE BOARD

16. The Board may wish:

(a) To finalize the provisional agenda for the seventh session of the General Conference on the basis of the tentative provisional agenda contained in the annex to the present document;

(b) To make recommendations to the Conference concerning the allocation of items to a main committee of the Conference (see para. 14 above) and the confinement to a limited number of important substantive subjects for the general debate at the plenary;

(c) In the light of the experience gained in the preparation of previous sessions of the Conference, to recommend that, under the guidance of the Bureau of the Board, representatives of permanent missions in Vienna organize an informal contact group for the preparation of the seventh session of the Conference.

Annex

DRAFT PROVISIONAL AGENDA FOR THE GENERAL CONFERENCE, SEVENTH SESSION

	Item	Mandate
1.	Opening of the session.	Rule 34
2.	Election of officers:	Rule 35
	(a) Election of the President;	
	(b) Election of other officers.	
3.	Adoption of the agenda.	Rule 17
4.	Organization of work.	Rules 44-47
5.	Credentials of representatives to the Conference.	Rule 28
6.	Elections to organs:	Rule 102
	(a) Industrial Development Board;	
	(b) Programme and Budget Committee.	
7.	Reports of the Industrial Development Board on the work of its fifteenth, sixteenth, seventeenth and eighteenth regular sessions and of its seventh special session.	Rule 13.1 (c)
8.	Annual reports of the Director-General on the activities of the Organization for 1995 and 1996.	Rule 13.1 (b)
9.	Policy framework of UNIDO.	GC.6/Res.1, para. 5(c)
10.	Financial matters:	
	(a) Financial situation of UNIDO;	GC.6/Dec.15 (f)
	(b) Scale of assessments of Member States;	Rule 13.1 (k)
	(c) Working Capital Fund;	Financial regulation 5.4
	(d) Appointment of external auditor.	Financial regulation 11.1 GC.6/Dec.18
11.	Industrial Development Fund	GC.1/Dec.32
12.	Financial Regulations of UNIDO	
13.	Medium-term programme framework, 1998-2001.	GC.2.Dec.23 (b)(vi) GC.6/Dec.10
14.	Programme and budgets, 1998-1999.	Rule 13.1 (i)
15.	Development of human resources for industry.	GC.6/Res.4, para. 2
16.	Integration of women in industrial development.	GC.6/Res.5, para. 3
17.	Environmentally sustainable industrial development.	GC.6/Res.6, para. 6
18.	Industrialization of the least developed countries.	GC.6/Res.8, para. 3(c)
19.	Private sector development.	GC.6/Res.9, para. 2
20.	Industrial investment promotion	GC.7/3, para. 39
21.	The regional dimension	
	(a) Africa (in particular the Second Industrial Development Decade for Africa);	GC.6/Res.11, para. 2(d)
	(b) Arab countries programme, including technical assistance to the Palestinian people;	GC.6/Res.12, para. 3
	(c) Asia and the Pacific;	GC.6/Res.13, para. 3
	(d) Latin America and the Caribbean.	GC.6/Res.14, para. 2
22.	Geographical distribution of Managing Directors	GC.7/3, para. 39
23.	Personnel matters: United Nations Joint Staff Pension Fund	GC.6/Dec.19
24.	Matters related to intergovernmental, non-governmental, governmental and other organizations.	GC.1/Dec.41, annex
25.	Appointment of the Director-General.	Rule 103
26.	Date and place of the eighth session.	
27.	Closure of the session.	